Preparedness Tips for the Work Place

Cottonwood Heights
City between the canyons

Prepare your Work Place

You probably spend at least eight hours a day or more at work, so you should prepare for disaster in your work place just as you prepare at home.

Know your work place:

- Be aware of safe places (i.e. under heavy tables or desks; corner of rooms) and dangerous places (i.e. near windows, tall insecure bookcases) around your work area.
- Know the locations of fire extinguishers and first aid equipment. (If you would like to take a CPR/First Aid Course: www.utahredcross.org)
- Know who the security and first aid attendants in your work are. These people will help during an emergency evacuation.
- Know the safe evacuation routes from your work area. Contact your first aid attendants or security if you don't know or if routes have not been established.

What to do during an emergency:

- Listen to instructions from authorized personnel and/or emergency broadcast reports on radio and TV.
- Be aware of co-workers and customers with special needs.

Plan Ahead:

- Arrange with your family to have an out-of-area telephone contact to help coordinate your family's whereabouts.
- Familiarize yourself with your child's daycare and/or school earthquake plan, and establish arrangements for the care of your child, if separated.

Have emergency supplies available both at home and at work. Remember that power may be disrupted, water could be contaminated and phone lines could be damaged. Your emergency kit should be able to sustain you for at least 72 hours.